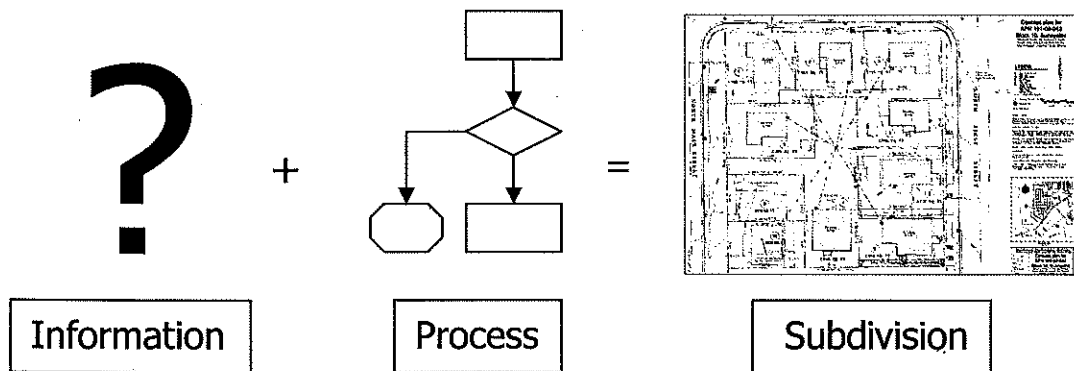


SUBDIVISION PLATTING

*Information
-and-
Processing*



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SUBDIVISION PROCESS

Information and Flowchart Explanation

The Land Development Code, Chapter 10-11, "Subdivision and Minor Land Division Regulations", regulates the subdivision process. The following narrative and flowcharts are intended to be a brief, user-friendly, guide that summarizes the subdivision platting and approval process. If any conflict occurs between the information within the "Subdivision Platting, Information and Processing" guide and the Land Development code, then the Land Development Code shall prevail.

When considering the possibilities to develop your property and performing due diligence, please familiarize yourself with the City of Flagstaff's Land Development Code which is found at the City's website, <http://www.flagstaff.az.gov> and, more specifically, at <http://www.flagstaff.az.gov/DocumentView.asp?DID=78>. A good start is to review Chapters 10-02 and 10-03 for the property's *zoning district use and development standards*. Second, review Chapter 10-11, Subdivision and Minor Land Division Regulations for *processing requirements*. Third, acquaint yourself with the *design requirements* specifically found in Division 10-11-009, Design Standards and Requirements and Chapter 10-16, Design Review Guidelines. Last, Engineers should review and apply City's "Engineering Standards" when designing the subdivision plats.

As of January 18, 2008, the City of Flagstaff adopted a three step process to subdividing property consisting of the following progressive stages of plat approvals: **Conceptual Plat, Preliminary Plat and Final Plat**. Please refer to the attached flowcharts graphically depicting the processes with potential decisions and outcomes. A rectangular box depicts "processing" and a diamond-shaped box represents a decision mode, where a "yes" continues the process (downward) to the next step and a "no" decision leads to the process left of the diamond-shaped box.

1. Application Schedule

Depending upon the subdivision type (e.g. conceptual, preliminary or final plat), complete applications must be submitted by 11:00 a.m. or 2 p.m. every-other Tuesday (See schedule for deadlines) to the Development Service Representative who is located at the front counter of the Planning & Development Services offices.

2. Staff Review Time-frame and Development Review Board Hearing (DRB)

If the application is complete, a Planning Development Manager (PDM) is assigned to the project and ensures that reviews are timely; the review process is predictable; and your project gets to a decision point whether it is a public hearing, administrative decision, or construction permit issuance. The PDM is also serves as your single-point-of-contact regarding all matters concerning the project.

After submitting the complete application the following week on Thursday, the PDM will introduce the project at the Inter-department Staff Meeting (IDS) for a cursory review where staff provides initial feedback and establishes the review period which may be 3, 5 or 7 weeks from the date of application, depending upon the complexity and scope of the project. Approximately 90% of the projects are reviewed within three weeks.

After the review period, staff submits conditions and comments to the PDM who then arranges an appointment with the applicant to present staff's findings at a "Pre-DRB Meeting". If the applicant and staff come to a consensus regarding the conditions and comments, then the project is scheduled to DRB's "Consent Agenda" and the applicant does not have to attend the meeting. If the applicant and staff "Agree to Disagree" on certain items or the applicant desires to address the DRB for a finding, clarify issues or for other reasons, then the project is scheduled to DRB's "New Business Agenda". However, if significant and major revisions are required to the plans/plats then two scenarios may occur: the applicant may choose to withdraw the project or revise the plans/plat and re-submit.

Up until the DRB hearing, the review process is consistent for Conceptual, Preliminary and Final Plats as well as Minor Land Divisions. Hereafter decision for approval or denial by the DRB, the process begins to differ, therefore, refer to the flow-chart diagrams for subdivision and appeals processes.

Listed below are brief descriptions of respective subdivision plats applications as well as helpful timing suggestions to prepare certain studies/documents that are most often over-looked by applicants, thereby causing some projects to be delayed. For a complete listing of application submittal material, please obtain a copy of the City of Flagstaff's "Subdivision Platting – Application Packet".

3. Pre-application Meeting Request

Although optional, a "Pre-application Meeting Request" is highly advisable to those unfamiliar the City of Flagstaff's codes and process or those with complex or large-scale projects. At the request of the Subdivider or his/her engineer, they shall present their proposal with the Planning and Engineering Divisions on an informal basis. (Please see the attached "Pre-application Meeting Request" flowchart depicting the process.) To aid the discussion, the Subdivider may...

"... present to the Divisions a general outline of his proposal which shall include sketch plans and ideas regarding land use, street and lot arrangement, lot sizes, and preliminary proposals regarding water supply, sewage disposal, grading and drainage, traffic impacts, and street improvements. The Divisions shall advise the Subdivider of specific public objectives, standards, and regulations related to the subject property, and details and suggestions regarding subdivision design and improvement standards, and general platting procedures and requirements, and the determination of a need for the preparation of a Development Master Plan." 10-11-004-0001-A

Depending upon the size, scope and use of the proposed development, a PDM shall determine the appropriate City Departments to attend the Pre-application Meeting to efficiently convey information between the applicant and department staff. Typically, staff members attending the meeting are from the Planning, Building and Safety, Engineering, Fire, Public Works and Utilities departments. At the Pre-application Meeting **no formal action** is taken; however, the Subdivider and city staff will arrive at an understanding as to how the applicant wishes to proceed. Lastly, it is advisable the Subdivider address staff's concerns when preparing the subsequent Conceptual Plat for Development Review Board consideration

4. Conceptual Plat / Development Master Plan

Based upon application requirements found with LDC 10-11-0005, "Conceptual Review"; submittals listed in the "Application Information and Checklist" as well as the comments presented by staff within the "Pre-application Meeting, *"...the subdivider shall have the Conceptual Plat prepared which contains that information and data required for Conceptual Plats as specified in Division 10-11-0005..."*

To begin the subdivision review process, the applicant submits a complete application, required number of copies and fees to the Development Services Representative. Please see the attached flowchart entitled, "Conceptual Plat/Development Master Plan," which graphically depicts the review process, decision modes and appeals process. In order to proceed to Preliminary Plat preparation, an "Approved" or "Approved with Conditions" Conceptual Plat is required by the DRB.

Please note, prior to proceeding to Preliminary Plat preparation and application, a Water and Sewer Impact Analysis, Traffic Impact Analysis, and/or Stormwater Analysis may be required for review and approval. Since these are typically time-consuming studies to produce and review, *it is highly advisable the Subdivider consult with the appropriate department for scoping requirements.*

5. Preliminary Plat

The Preliminary Plat subdivision review process requires DRB approval as well as a public-hearing approvals by the Planning and Zoning Commission and City Council. Hence, two separate applications are required: the first, a "Preliminary Plat – DRB" application; and the second, a "Preliminary Plat – P&Z and City Council" application for the public hearings. Once the DRB "Approves" or "Approves with Conditions" the Preliminary Plat, the Subdivider may submit the "Preliminary Plat – P&Z and City Council" application.

After the City Council "approves" or "approves with conditions" the Preliminary Plat, it is recommended the Subdivider prepare and submit Public Improvements Plans (civil engineering plans) and Performance Bonds documents for review, then prepare the Final Plat application.

6. Final Plat

The Final Plat shall conform to the Preliminary Plat and address the conditions established by the City Council. Therefore, the Final Plat is first reviewed by the DRB to ensure the City Council's conditions have been addressed and the plat conforms to all applicable City codes and regulations.

To begin the review process, the Subdivider submits to the Development Service Representative, a complete application, number of copies, fees and a City/Subdivider Agreement executed by the Subdivider. Once the Final Plat is approved by the DRB, the application and City/Subdivider agreements are scheduled for City Council for review and approval. After the City Council approves the Final Plat, the applicant shall pay the City Clerk fees that Coconino County charges for recording the Final Plat, CCR's (if applicable), and the City/Subdivider Agreement. Once received, the City Clerk will schedule the Mayor to sign the Final Plat mylars and City/Subdivider Agreement, then the City Clerk records the documents with Coconino County.

7. For Further Information

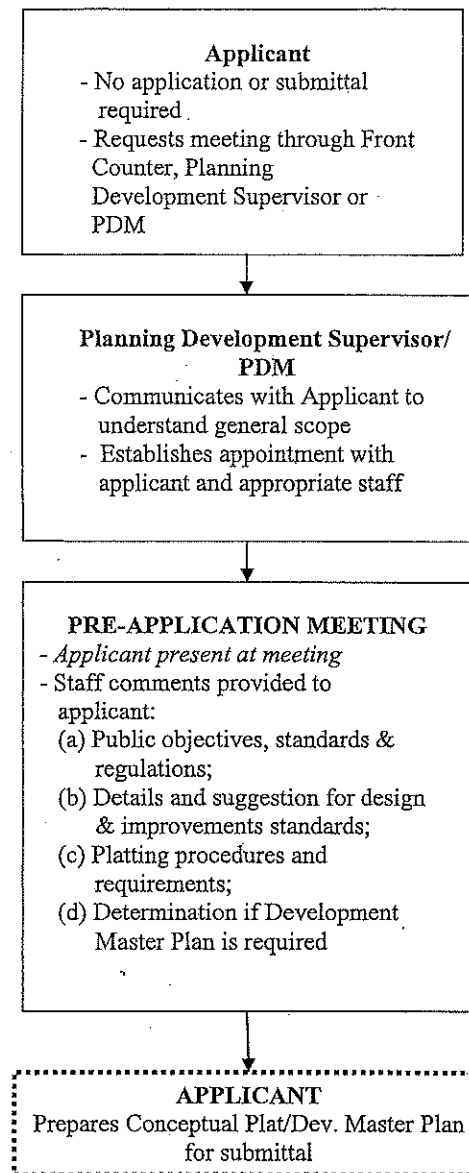
For further information regarding the application and submission requirements, please contact:

Planning & Development Services
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001
928-779-7631

Please inquire with Planning & Development Services for updated fees and schedules.

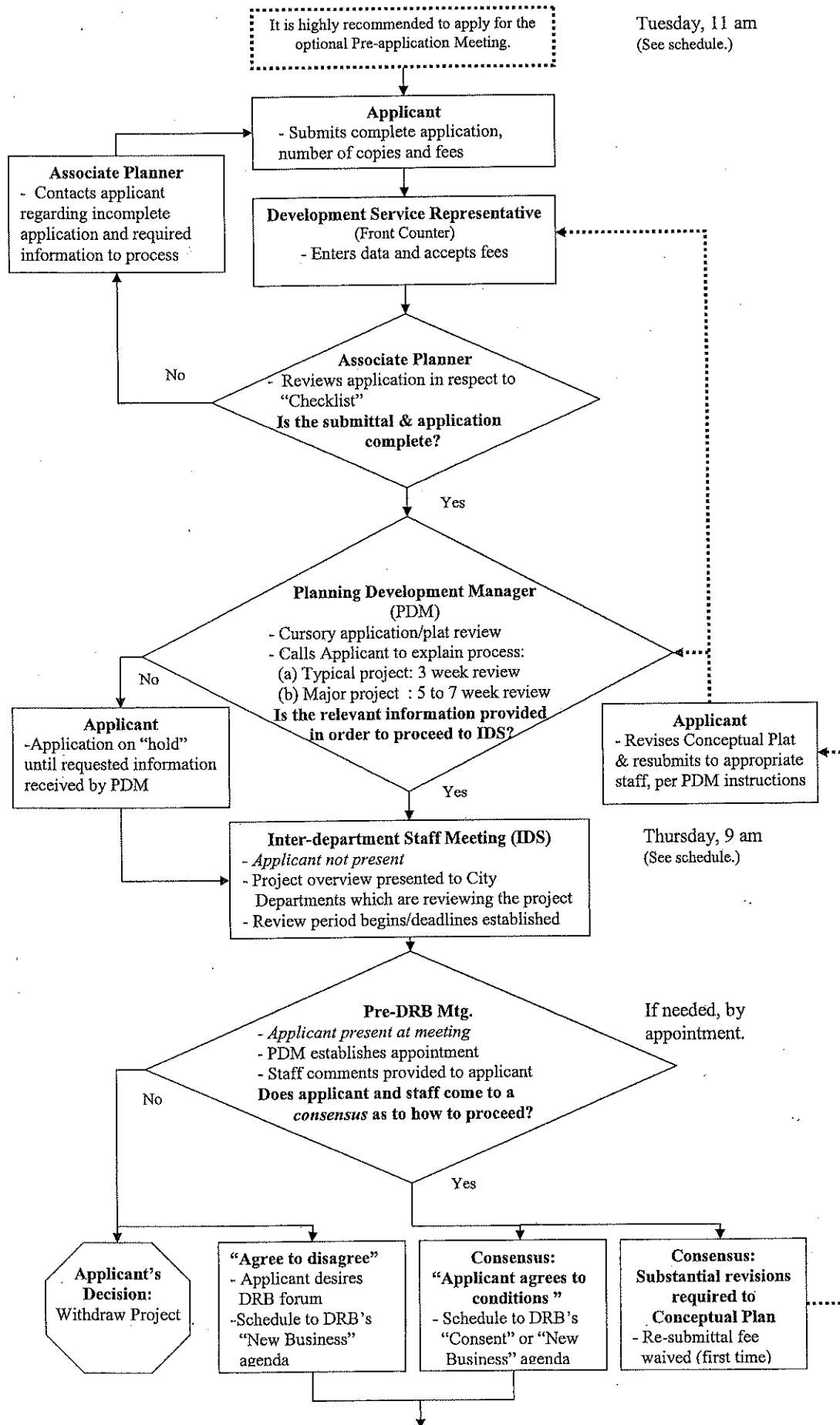
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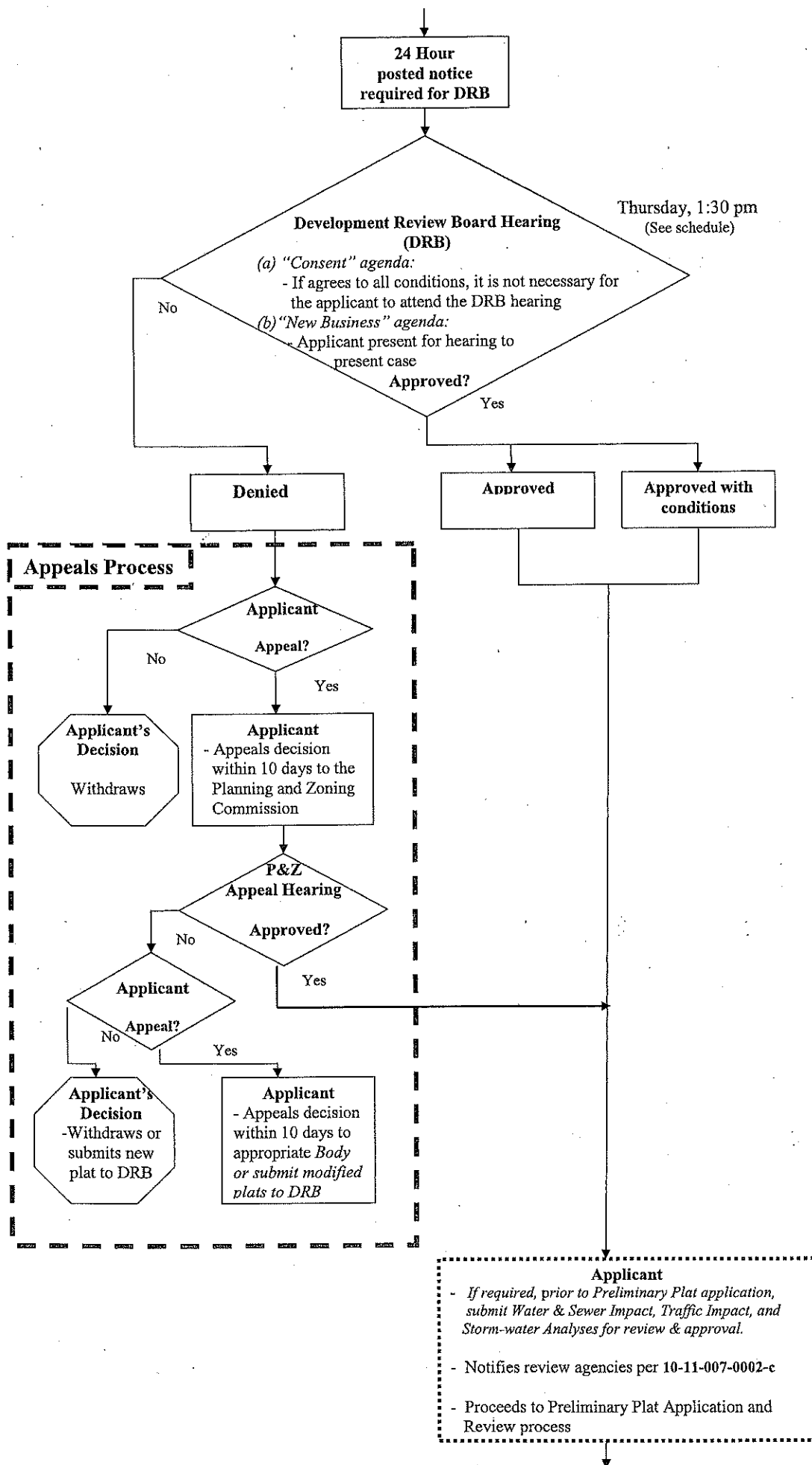
PRE-APPLICATION MEETING REQUEST (Optional)



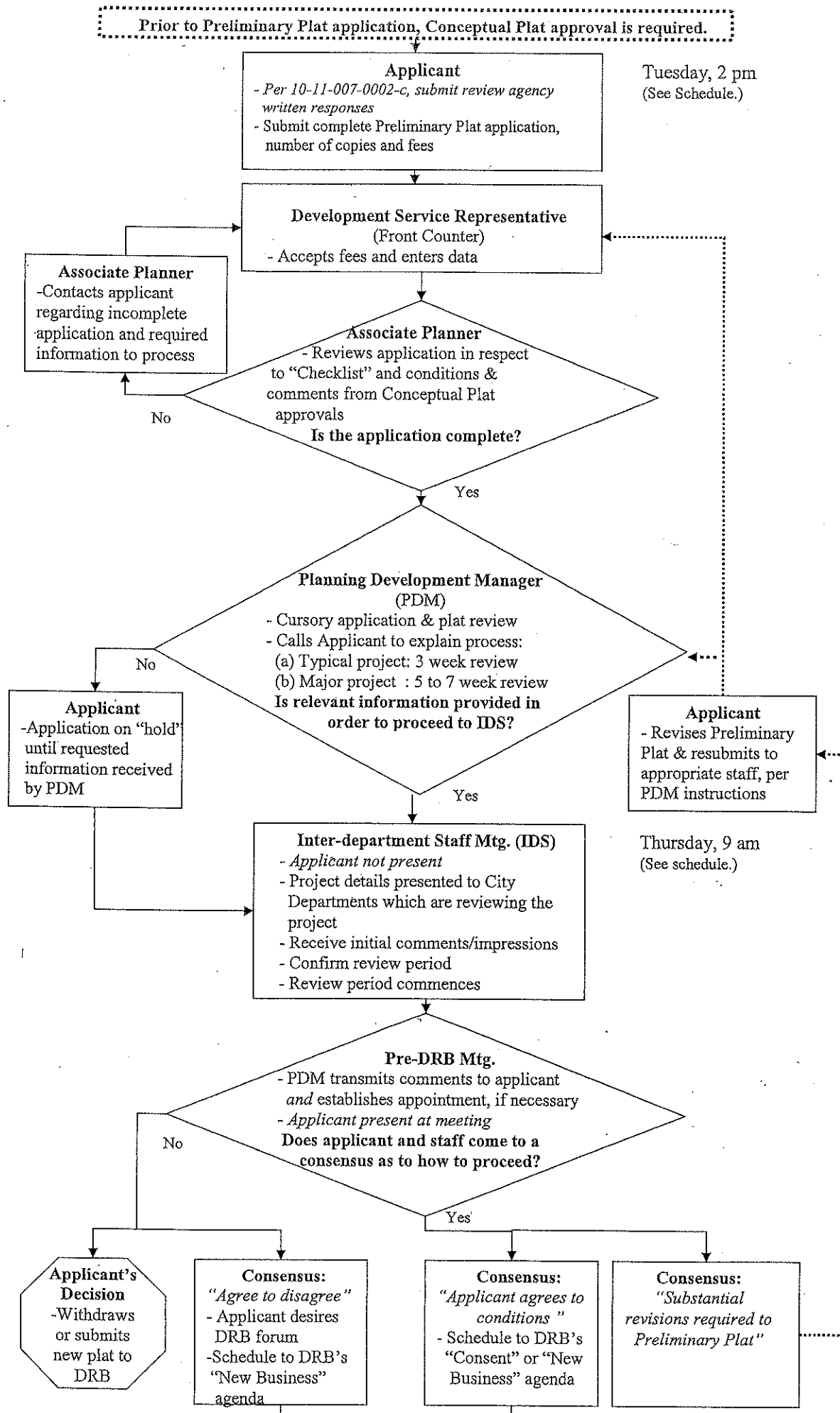
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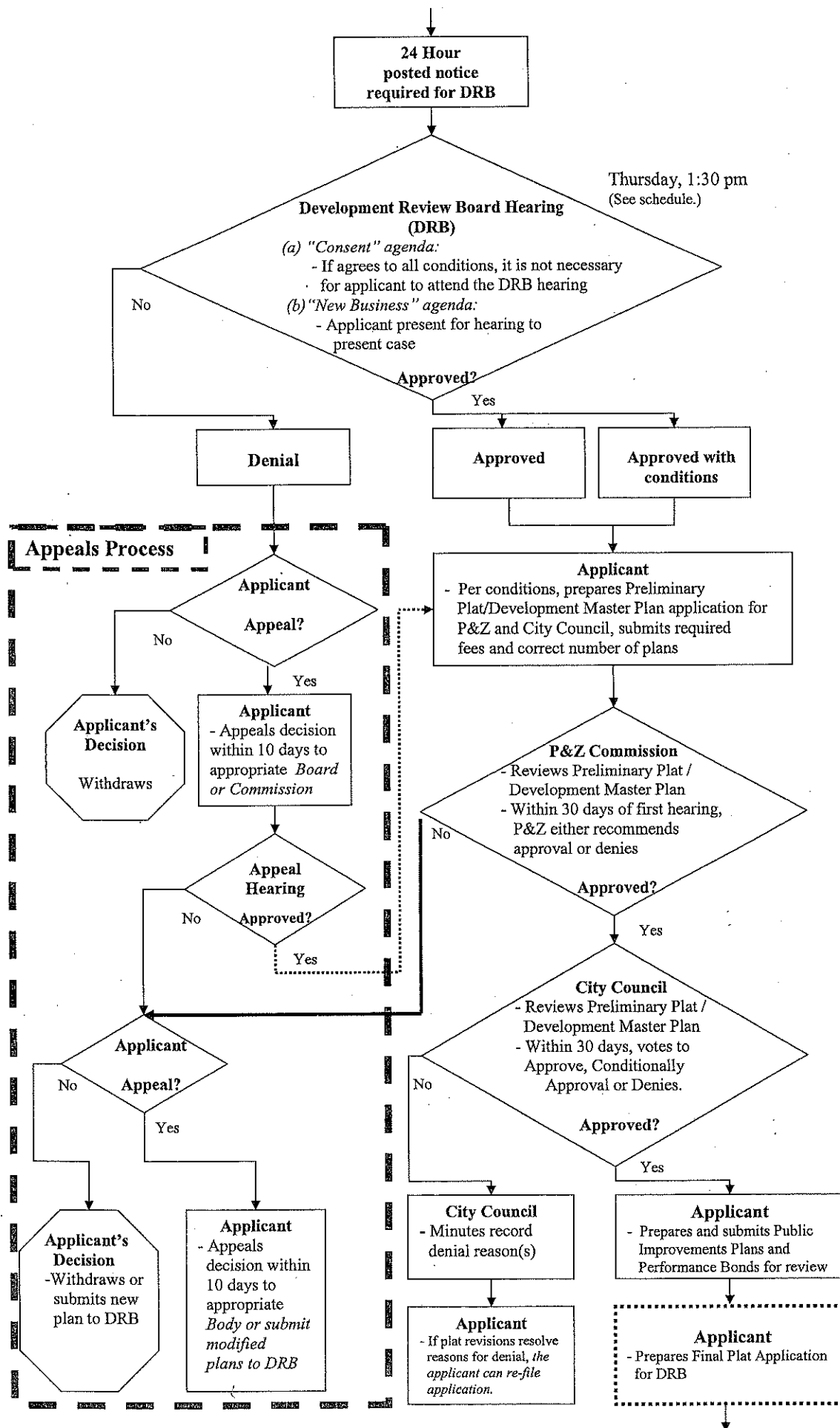
CONCEPTUAL PLAT/DEVELOPMENT MASTER PLAN



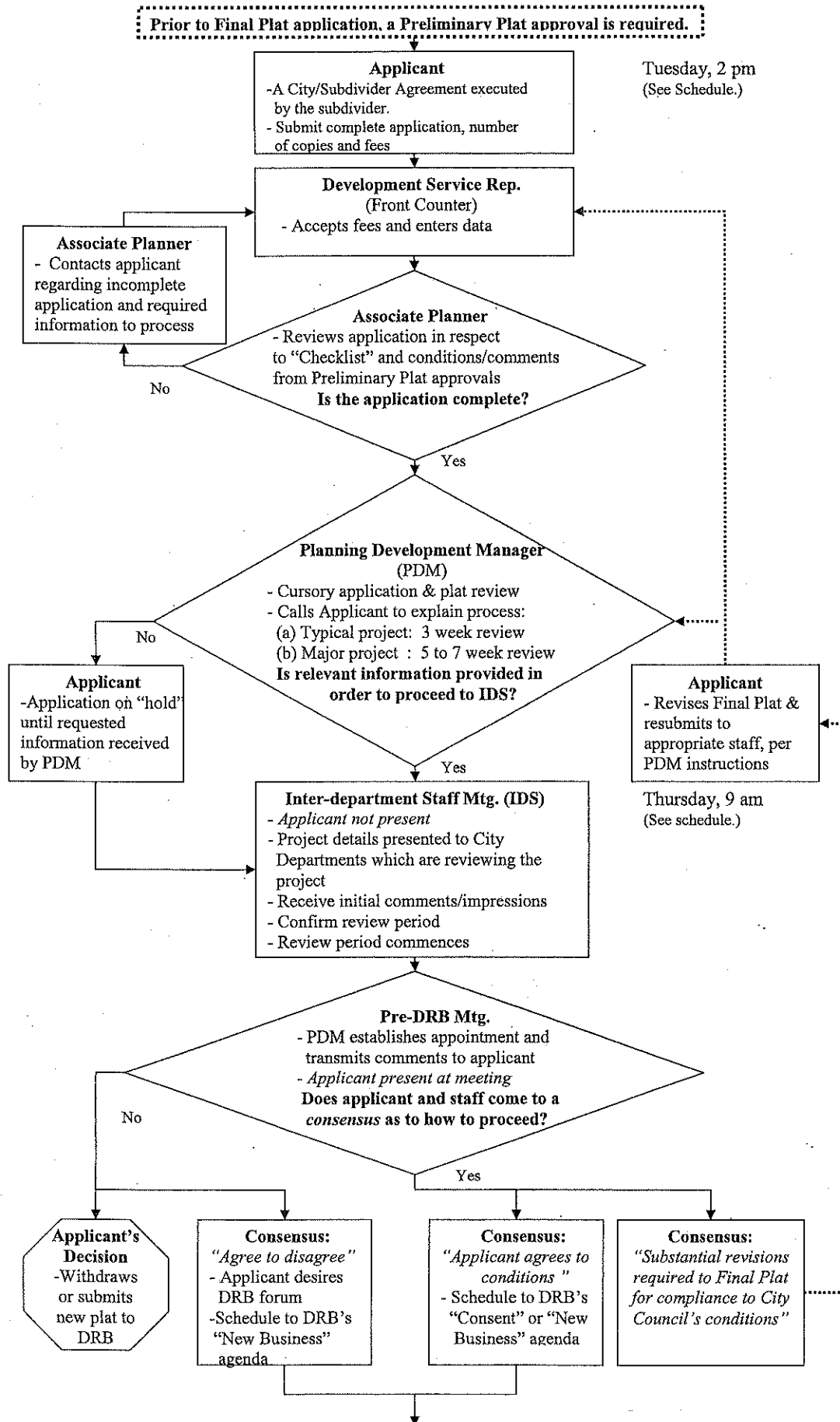


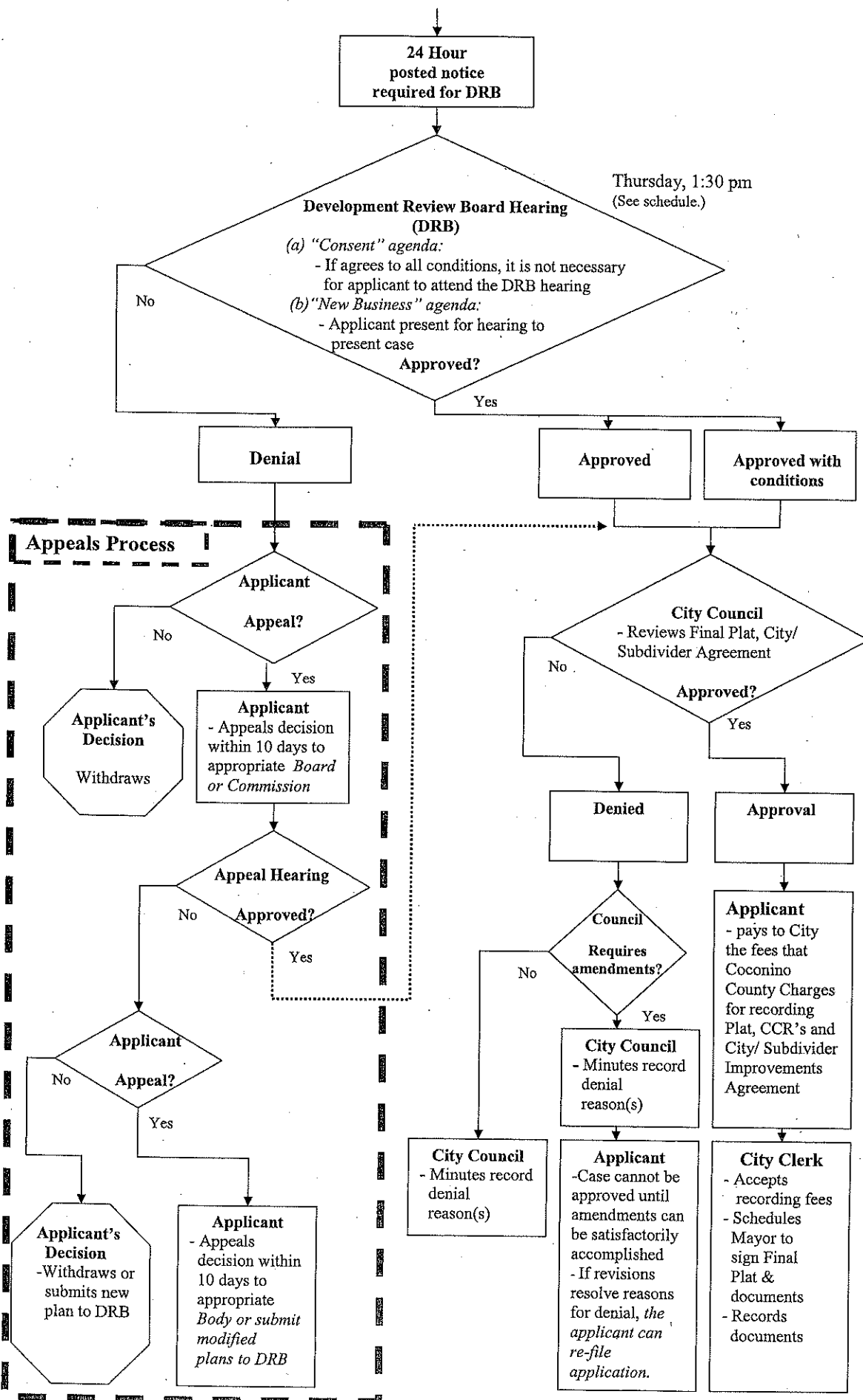
PRELIMINARY PLAT





FINAL PLAT





MINOR LAND DIVISION

